

Creating a Literacy Leadership Team

Frequently Asked Questions

What is a Literacy Leadership Team?

We view a Literacy Leadership Team (LLT) as a group of site-based personnel at a school that collaborate to plan, develop, create, and sustain literacy initiatives within the school that support reading brain construction for each child in every classroom.

Why create a Literacy Leadership Team?

Establishing an LLT will allow school leaders to carry out their literacy vision of the school without overwhelming the Principal, Assistant Principal, or Literacy Instructional Coach. This creates opportunities for other staff members to gain knowledge, cultivate leadership skills, and share ownership for driving reading brain construction and child outcomes.

Who serves on a Literacy Leadership Team?

While this decision ultimately rests with the Principal and/or School Leadership Team, some general rules of thumb are to include any staff members and partners that are invested in, tied to, or responsible for leading literacy instruction, interventions and initiatives for your school.

Required Literacy Leadership Team Members Include:

- Principal
- Literacy/ELA Instructional Coach
- AT LEAST one to two additional team members that make key decisions regarding:

Strategic Planning

Academic Support and Intervention

Literacy Assessments

Behavioral Support and Intervention

School Data Analysis

Teacher Development and Coaching

Curriculum and Instruction

School Culture and Climate

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When should a Literacy Leadership Team form?

Ideally, an LLT is established in the spring of the previous school year. This enables team members to plan strategically, set annual goals, and be prepared to fully engage staff during pre-planning for the following year. However, NOW is still a good time to create an LLT because our children need support with reading brain construction, each and every day!

Where does a Literacy Leadership Team meet?

Due to the collaborative, interactive and sometimes lengthy nature of LLT meetings, the ideal meeting location should include comfortable seating, a large meeting table, and wall space or digital technology to display visuals. A conference room, media center, or even a classroom can serve as the meeting location- as long as it does not interfere with teaching and student learning.

When should a Literacy Leadership Team meet?

The LLT should meet consistently in order to collaborate and problem solve around literacy issues as they arise from week to week. Meetings can range from 30 minutes to several hours. The length depends on the needs of the school, how efficiently the team plans, and how frequently you have a touch point. Just remember- consistency and efficiency are key!

How can I run efficient Literacy Leadership meetings?

A Literacy Leadership Team needs systems and processes to run effectively and efficiently. After you select members, it is important to determine the following:

- Team Goals and Norms
- Meeting Time, Frequency & Duration
- Meeting Agenda Template (see Cox Campus sample)
- Note Taker
- Meeting Facilitator

Every LLT will run differently, but as long as meetings are intentional and action-driven, with a focus on school ecosystem, school literacy initiatives, and each child's literacy outcomes, you're off to a great start!